



# Employee Services Division

Office of Oceanic and  
Atmospheric Research (OAR)

February 9, 2021

Volume 1, Number 13

"There are no secrets to success. It is the result of preparation, hard work, and learning from failure."

## IMPORTANT REMINDERS

**01.** Click [here](#) for ePar form

**02.** Monthly HR Liaison Meeting – 3/3/2021 @ 2pm

**03.** Enterprise Services – Helpful [SOPS](#)

## AWARDS

- The Administrators and Technology Transfer Awards submission deadline is **3/12/21**. Please click [here](#) to access the Administrators nomination form. Please click [here](#) to access the Technology Transfer nomination form.
- The Bronze Medal and Distinguished Career Awards submission deadline is **5/3/21**. Please click [here](#) to access the Bronze Medal nomination form. Please click [here](#) to access the Distinguished Career nomination form.
- **DO NOT** send nominations in Google docs or PDF. They will not be accepted and can result in being disqualified. Submit nominations in **MS Word ONLY**. Nominations should be submitted to [oar.awards@noaa.gov](mailto:oar.awards@noaa.gov).

## PATHWAYS

Labs or Programs who requested a 2021 SIP must complete a recruitment package in RADS no later than **Friday, February 12th**. For questions concerning the Summer Intern Program, please contact [oar.student.opps@noaa.gov](mailto:oar.student.opps@noaa.gov).

## OAR LEARNING

NOAA Supervisor Webinars

- Performance Improvement Plans (PIPS) – 2/23/2021  
<https://attendee.gototraining.com/r/7539935483690854145>

DOC Telework Policy & NOAA Implementation plan

- Tuesday, February 23, 2021 at 2:00pm EST
- Thursday, February 25, 2021 at 1:00pm EST
- The session information can be found in the Commerce Learning Center (CLC) by searching "[Telework Briefing for Supervisors](#)."

## EMPLOYEE SERVICES DIVISION

Director – Andrea Arnold

### Employee Recruitment & Strategy Team

Tim Ash Scott  
Elizabeth Haefeli  
Victor Villones

### Employee Development & Recognition Team

SheRee Lee  
Keeli Otto  
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## TIME AND ATTENDANCE

*This is a friendly reminder to please have all time/attendance requests entered into WebTA and validate your timecard by 5:00 pm on the 2<sup>nd</sup> Friday of every pay period. Please visit the [HUB Coronavirus](#) info portal for links to additional official guidance from OPM.*

## TRANSIT SUBSIDY

For guidance on using the transit subsidy program during COVID-19, please refer to [this link](#). Individuals who are in maximum telework status should stop recurring payments.

## SUPERVISOR CORNER

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Management Skills for New Supervisors (MSNS):

- July 26-30, 2021 (Eastern Time)

Registration via the Commerce Learning Center ([CLC](#))

## NEW EMPLOYEE CORNER

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To help new employees and supervisors with the onboarding process, we have developed checklist with important information helpful to getting started in OAR.

[New Employee Information Page](#)

[New Employee Checklist](#)

[Supervisor Checklist](#)

## HR OPERATIONS

### 2020 Leave Restoration Guidance

- This is a reminder that annual leave, which was forfeited because it was not used by **January 2, 2021** (the end of the 2020 leave year), may be considered for restoration if extenuating or special circumstances (such as sickness or administrative error) or an exigency of the public business prevented you from using it. To qualify for annual leave restoration, the leave must have been scheduled and approved by **November 21, 2020**. For additional information, please review OPM's guidance [here](#).

Think your annual leave should be considered for restoration? Follow the steps below:

- **Employees:** Review this [Leave Restoration Quick Reference Guide](#) and submit a [CD-479](#) and all supporting documents to your manager for approval. It is your responsibility to work with your manager to ensure that your leave restoration request is submitted via the [Enterprise Services Portal](#) by **March 1, 2021** (*Note: This deadline was adjusted to allow time for Enterprise Services to establish the leave carryover for those individuals that do not have approved leave restorations, per Section 1111 of the FY21 NDAA*). Once your manager submits the restored annual leave request on your behalf, you will be able to track the status of your request in the Enterprise Services Portal.
- **Managers:** Review the employee's form. If you approve the request, please submit the request form and all supporting documents directly via the [Enterprise Services Portal](#) by **March 1, 2021**. The [Leave Restoration Quick Reference Guide for Managers](#) will show you where to submit the CD-479 and request. You will receive an email notification once it is submitted, and you can track the status of the request via the Enterprise Services Portal.



### Higher Annual Leave Carryover Limit

- We are currently working with the National Finance Center to determine calculation and use of the higher annual leave carryover and will share guidance as soon as we are able. Thanks for your patience!

## HELPFUL LINKS

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[OAR HUB](#)

[Enterprise Services](#)

[Commerce Learning Center](#)

[NSDesk Self-Service](#)

[Detail Opportunity Submission Form](#)

[Open OAR Detail Opportunities](#)

### Upcoming: Enterprise Services Portal 2.0 Roadshows

- Enterprise Services will host a demo of key changes and improvements to the ES Portal! The session will be held on **Wednesday, February 17, 1 - 2PM ET** and will cover the following:
  - Explain the purpose and goals of the ES Portal redesign
  - Highlight the key themes of improvement (accessibility, transparency, and personalization)
  - Demo and describe ES Portal change
  - Discuss rollout and next steps
- If you are interested in attending, please fill out [this form](#) at your earliest convenience. You will then receive an official invite with information on how to join the roadshow virtually.